

FLOOD DIVERSION BOARD OF AUTHORITY

Thursday, September 8, 2011

3:30 PM

Fargo City Commission Room

Fargo City Hall

200 3rd Street North

1. Call to Order
2. Approve minutes of previous meeting Action
3. Project Organizational Structure Action
4. Recruitment of Project Manager Action
5. Solicitation of a contracted program management firm Action
6. Legal update Information
 - a. By-laws
 - b. Legal guidance on use of a communications consultant
 - c. Insurance
7. Hiring of a communications consultant Action
8. Update from the Corps of Engineers Information
9. Report from Technical Committee Information
10. Other Business
11. Next Meeting
12. Adjournment

cc: Local Media

Suggested Motions

1. Call to Order: NA

2. Approve minutes of previous meeting:

Move to approve the minutes from the August 11th Diversion Board of Authority Meeting

3. Project Organizational Structure:

- a. Move to approve an organization structure consisting of
 - i. A Red River Diversion Board of Authority
 - ii. A Technical Committee consisting of one voting member from each of the 6 member jurisdictions appointed by the Board of Authority Chair and consultant advisory members as determined and hired by the Technical Committee.
 - iii. A Finance Committee appointed by the Diversion Authority Chair
 - iv. An Outreach Committee appointed by the Diversion Authority Chair
 - v. A hired project manager reporting to the Technical Committee
 - vi. A contracted program management firm hired by the Diversion Board of Authority and selected by a selection committee. The selection committee to be appointed by the Diversion Authority Chair.

4. Recruitment of project manager

Move to authorize a recruitment committee consisting of the Technical Committee, County/City Administrators and two members from the Diversion Board of Authority to recruit a project manager. The recruitment committee is authorized to take all action necessary to advertise and recruit a project manager. Full Diversion Authority to authorize hire following successful search.

5. Solicitation of a contracted program management firm

Move to authorize a selection committee consisting of the Technical Committee, County/City Administrators and two members from the Diversion Board of Authority to select a Program Management Firm. The recruitment committee is authorized to take all action necessary to advertise, interview and select a program management consultant. Full Diversion Authority to authorize contract following selection.

6. Legal update

NA – Information only

Preliminary as of September 1, 2011 and Subject to Change

7. Hiring of a communications consultant

Move to authorize the City/County Administrators to negotiate and enter into a contract with Advanced Engineering and Environmental Services (AE2S) to provide communication services for the Diversion Authority. Contract amount not to exceed \$50,000 without further authorization from the Diversion Authority

8. Update from the Corps of Engineers

NA – Information only

9. Update from Technical Committee

NA – Information only

10. Other Business

11. Next Meeting

12. Adjournment